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ABSTRACT

The guide provides prospective participants with an overview of Katimavik, a 9-month community volunteer service and learning program for 17- to 21-year-olds sponsored since 1977 by the Canadian Government. The guide describes the application process and computerized random selection procedures; work projects, which may range from building construction, cleaning, painting, or gardening to tasks in day care centers, schools, or churches; work project locations in three to five regions, which encompass all of Canada; group life and leaders; and French language learning opportunities from the third of each group's members who are French-speaking and during the trimester spent in a French-speaking environment (the Francophone project). The guide also discusses housing, training, transportation, military options (an opportunity to spend 3 months on an army or navy base learning fundamental skills such as first aid, map reading, etc., as well as basic military skills, such as parade drill and rifle handling), clothing and equipment, allowances, medical expenses, insurance, leaves, and absences. The guide outlines the eight learning programs that evolve alongside and as part of the work projects to extend and expand them. These learning programs encompass work skills, second language learning, environmental awareness, billeting, socio-cultural explorations, nutrition and well-being, active leisure, and international awareness. (NEC)

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Katimavik

Participant Information Guide

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Katimavik

January 1984

RC014621

Some Facts About Katimavik

Katimavik was founded in the spring of 1977, and by September of that year 1,000 participants were in the field and at work on 30 project sites across the country. From its inception, the program has been administered by Opcan, a non-profit corporation funded by the Secretary of State of Canada.

The program was designed to offer young Canadians the opportunity to combine useful volunteer service with the kind of development and discovery that travel and new experiences can bring.

In order to do this, Katimavik has always sought to meet four basic and fundamental objectives:

- **first and foremost to help in the personal development of young Canadians;**

and, in so doing,

- **to serve Canadian communities;**
- **to stimulate environmental awareness;**

as well as

- **to provide young Canadians with a greater understanding of their country.**

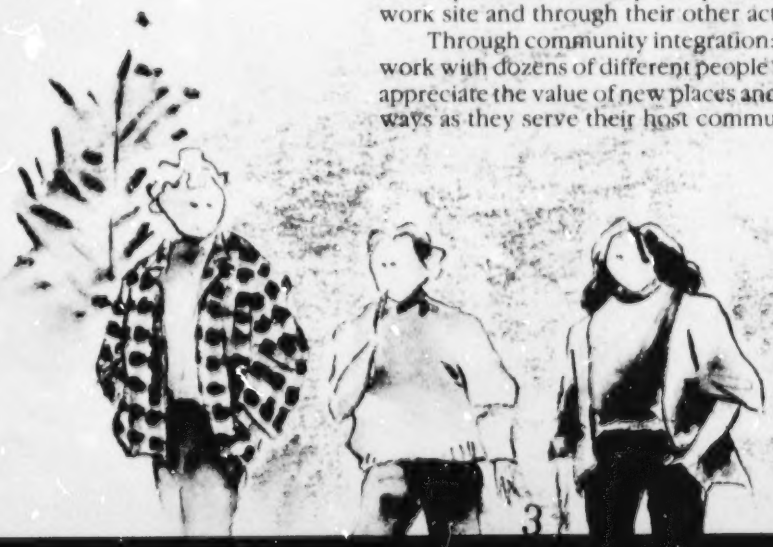
How are these goals achieved?

Through travel: participants travel to three different communities in three different regions of the country.

Through group living: participants share their experiences with eleven other group members and a group leader.

Through the Katimavik learning programs: eight learning programs complement all the practical experience that the participants acquire on the work site and through their other activities.

Through community integration: participants work with dozens of different people and learn to appreciate the value of new places and different ways as they serve their host communities.



"Katimavik" is an Inuit word that means "meeting place." Since 1977 thousands of Canadians have met to live and to build together, and have left behind tangible and worthwhile results of their work.

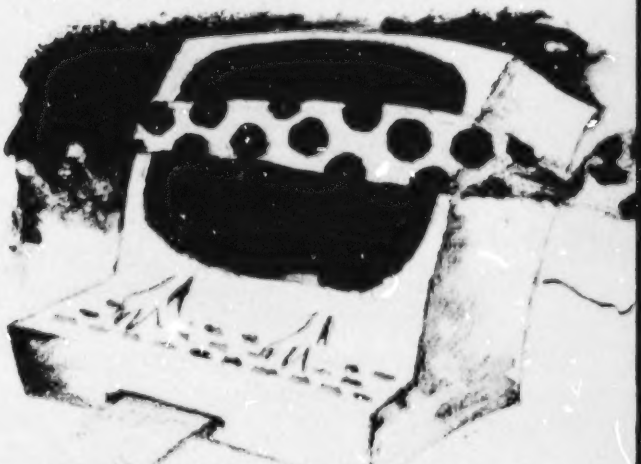
The following booklet will provide you with practical information on all the various aspects of the Katimavik program. Read through it, and try to imagine what your contribution to the program could be.

"Katimavik was the best thing in terms of personal development in my life so far."

Selection

Your first individual contact with the Katimavik program comes when you fill out an application form and send it in. Along with thousands of others, your application will be taken through the selection process — by a computer.

The computer accepts and rejects applications at random. It decides who gets in and who doesn't



strictly on the basis of numbers and facts, such as where you live and how old you are. It doesn't matter what kind of working or educational experience you have or don't have. If you're single, Canadian, and between the ages of 17 and 21, you have as much chance as the next person of being accepted.

Why does Katimavik select participants this way? Because the program is open to all Canadians and landed immigrants, and the selection process must be fair and equitable; because each group of 12

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participants is meant to reflect the social, cultural and economic diversity of the country; and because we want you to meet and live with all kinds of different people, people you might otherwise never get the chance to know.

Once your application has been through the selection process, you will receive, within two weeks after the deadline for applications, one of three answers from Katimavik.

If you have been selected:
You will receive an acceptance letter that will be accompanied by four other documents:

- **a confirmation card, which you will return to us in order to let us know whether or not you are planning to participate;**
- **a medical examination form;**
- **a clothing list;**
- **and a work projects outline.**

If you are on the standby list:
You will receive a letter informing you of this and explaining the way in which the standby list works. The second page of the letter will be a confirmation form with which you can let us know whether or not you want to be kept on the list.

Any positions that become vacant within the first six weeks of the project are filled by applicants on the standby list.

If you have not been selected:
You will receive a letter from Katimavik that will explain to you how you can apply and try again.

"I liked very much the way of choosing participants. It makes for variety and diversity, something you will never find elsewhere."

Be sure to keep Katimavik informed of any change of address or other pertinent information. If

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we don't know where you are, we can't notify you of anything. If you haven't received any kind of answer within one month of the deadline for applications date, write to us at the Katimavik National Office. (Our address is on the back cover of this booklet.)

Once you have been selected, you are ready to start planning your Katimavik adventure. By the time you receive your travel ticket, two weeks before your first project is scheduled to begin, you will have had lots of time to imagine what your work project will be like. Read the following section to get an idea of what to expect.

The Work Project

"At times during the program, I had various doubts and uncertain moments. But now, looking back, I sure am glad I did it."

The work projects outline that accompanies your letter of acceptance is your first glimpse of the communities in which you will be spending the next nine months.

The project descriptions are short, and are meant merely to give you an idea of your destinations and of the work you might be asked to do once

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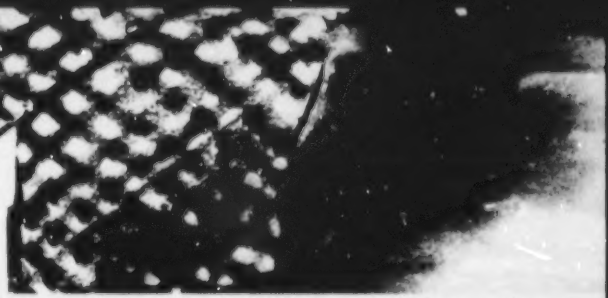

you get there. Because of the nature of Katimavik projects, the descriptions cannot be made more specific.

75% of your working time will be spent on physical work projects: building, cleaning, painting, gardening, and other such tasks. What's left, that is 25%, will be given over to community services like day care centres, schools, church groups and similar organizations.

There are three things to remember above all when looking at your project descriptions:

1. Katimavik projects are designed to last nine months. Your group will only be doing one third of the work for one third of the time. Your specific duties will depend on the project's rate of progress, on the trimester at which your group arrives in the community, as well as on several other variable factors.
2. Changes in planning and scheduling do occur. The nature of a work project always depends on the community's needs. If a community's needs have changed, the work project will

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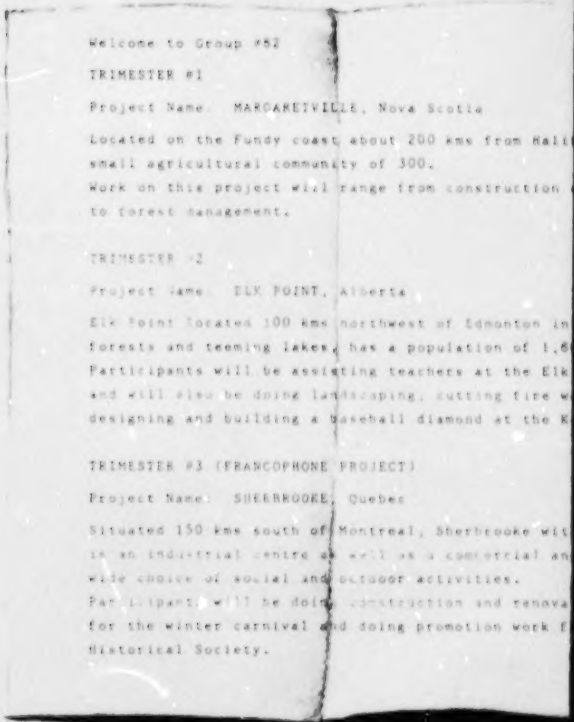
reflect that change. Katimavik participants must learn to be flexible and to adapt to current demands.

3. No two projects are alike. No two stages in one project are alike. If a friend of yours was a participant and told you everything about his or her experience, don't expect yours to be the same. Similarly, don't expect your second project to be like your first. It won't be. Everything changes.

Needs change, people change, weather conditions change, seasons change: the only way we can prepare you for the demands of your work project is to suggest that you should be ready for anything.

Above all, be flexible and keep an open mind.

Example Work Projects Outline



Welcome to Group #52

TRIMESTER #1

Project Name: MARGARETVILLE, Nova Scotia

Located on the Fundy coast about 200 kms from Hali
small agricultural community of 300.
Work on this project will range from construction
to forest management.

TRIMESTER #2

Project Name: ELK POINT, Alberta

Elk Point located 100 kms northwest of Edmonton in
forests and teeming lakes, has a population of 1,6
Participants will be assisting teachers at the Elk
and will also be doing landscaping, cutting fire w
designing and building a baseball diamond at the K

TRIMESTER #3 (FRANCOPHONE PROJECT)

Project Name: SHERBROOKE, Quebec

Situated 150 kms south of Montreal, Sherbrooke wil
is an industrial centre as well as a commercial an
wide choice of social and outdoor activities.
Participants will be doing construction and renova
for the winter carnival and doing promotion work f
Historical Society.

In this example, Margaretville is the first project. The description tells you that work will range from "construction" to "forest management." Be prepared for anything in between. Take into consideration that the construction project might be in

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its early stages: you might be asked to clear brush, or unload materials, or clean up the work site. Remember that "forest management" covers a whole lot of smaller, less glorious tasks that are just as essential as tree planting. And by the time your group gets to Margaretville, project sponsors may have come up with new and different work.

After Margaretville, group #82 will be moving on to Elk Point. A first group will already have spent three months there, and your group will take up the work project where the others left off. Your duties and tasks will depend in part on how much the others did, and on how well the work has advanced. If it's wintertime, there will be no landscaping to do but lots of wood to cut. If it's summer the Elk Point Elementary School may not need teacher's aides, though you may be asked to take care of the baseball diamond that the previous group helped design.

The last community for group #82 will be Sherbrooke, Québec, the group's Francophone project. Sherbrooke is a larger community than the other two, and that in itself may make the group feel different. It is your third and last assignment. You are also the third and last group to come through Sherbrooke. The construction project and the winter carnival may both be finished at this point. The

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Historical Society, on the other hand, may be just starting a busy season and require lots of help. This last trimester might indeed be spent polishing off and finishing up what the first two Sherbrooke groups started.

When you get your real project descriptions, try to see the potential in them. Remember that they are merely outlines, and that all the colours and details need to be filled in: by you and the other members of your group.

"I am currently doing a Forest Technician Course. Work projects in Katimavik helped me to decide this."

The Learning Programs

Even as you work on various community projects, you will be taking part in the Katimavik Learning Programs. They are meant to evolve alongside and as a part of your work projects, and to extend and expand them.

There are eight Katimavik Learning Programs:

- Work Skills
- Second Language
- Environmental Awareness
- Billeting
- Socio-cultural Explorations
- Nutrition and Well-being
- Active Leisure
- International Awareness

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They are an interesting part of your Katimavik experience and are meant to help you understand that experience even as you learn.

- They help you identify and learn skills that will be valuable to you when you leave Katimavik.
- They help you appreciate the value of the work you're doing, even when and especially if the work seems tedious or unchallenging.
- They help you make the most of group life and of the social and cultural opportunities, such as second-language learning, that your group offers.
- They help you make the most of your travels by highlighting the changes that you face and the way in which you face them.
- They help you make the most of the communities in which you will be living by introducing you to the values and customs that predominate there.
- They help you explore new fields of knowledge and of awareness of your own environment, health, and role in society.

The Learning Programs connect your Katimavik experience with what came before it and with what will follow, as well as with the world outside your group.

"I never thought I could learn so much in so little time."

How will you learn?

You'll learn by doing new things, by living in new places and in a new way. You'll learn by taking part in workshops and discussion groups with other participants.

You'll learn how to plan and prepare meals by cooking for your group for one or two weeks.

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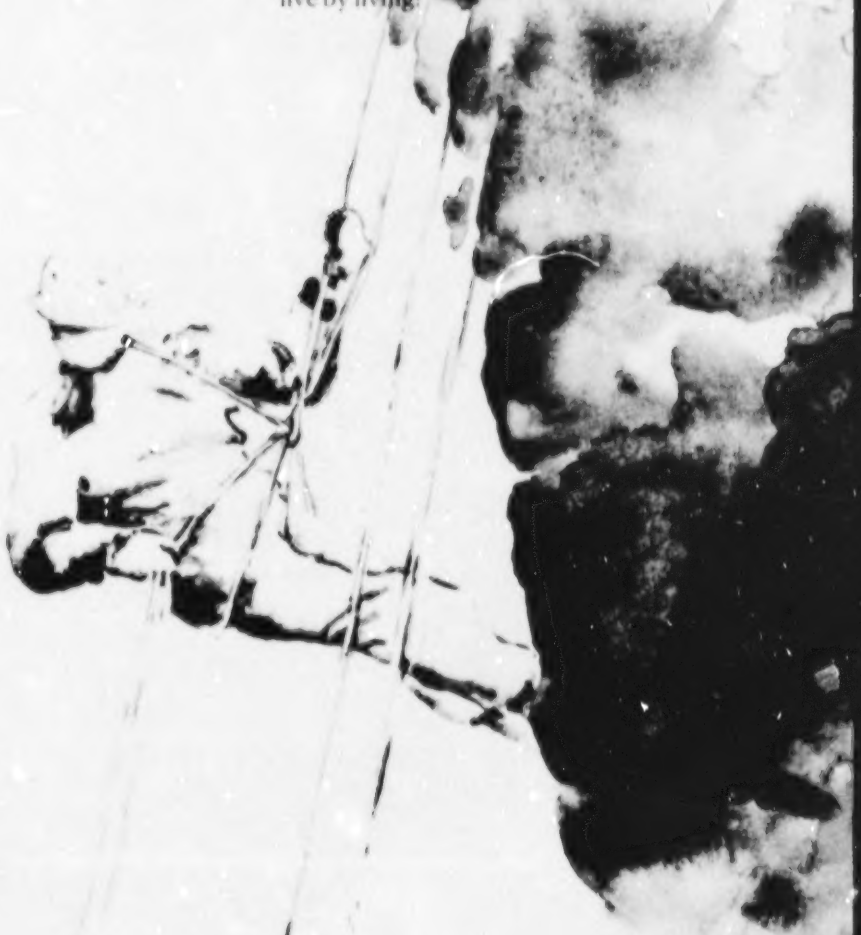
You'll learn to plan and organize by planning and organizing your own group's activities. You'll learn fitness through activity, and you'll learn to work by working. You'll learn patience by being patient, to solve problems by solving problems. You'll learn a second language by living in two languages. You'll learn your strengths by testing them, your weaknesses by encountering them. You'll learn to live by living!



Don't think of the Learning Programs as being separate from the work project or other group activities. Learning is a part of your Katimavik experience, and the Learning Program will evolve to match that experience — to match the changing landscapes and seasons as you travel across the country.

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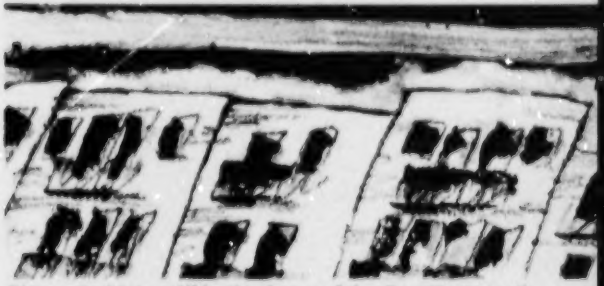
The Communities

"I was very set in my ways before I started the program, but when I left I found I was still young and could do a lot with my life and hopefully do some good somewhere along the way. Thank you for opening new horizons."

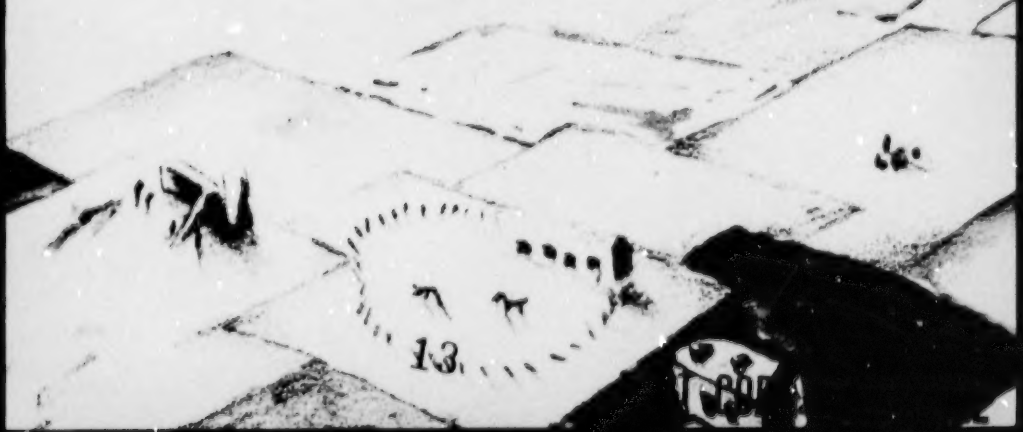
Katimavik participants work on projects in communities all across Canada. You will live in three different cities or towns during your stay in the program. The demands put upon you and the other members of your group will vary according to the location, size, and vocation of each community.



Your projects will be in three of the five Katimavik regions:

- Atlantic (Nova Scotia, New Brunswick, Newfoundland, Prince Edward Island, and Labrador),
- Quebec,
- Ontario,
- Prairies (Manitoba, Saskatchewan, and Alberta) and N.W.T.,
- and B.C. and the Yukon.

They might be rural projects, and take place in farming or ranching communities; you might end up in an urban project, and spend three months in a



large metropolitan area like Toronto or Montreal, or one of your projects might be in the North, and involve you in all the pleasures and adjustments that people of the North have learned to take in their stride.

One thing is for sure: one of your projects will be located in a predominantly French-speaking

community. During your Francophone trimester you will get a chance to discover what it's like to really live in French: at home, on the work site, and on the street.

"Billeting was great!"

We can't tell you what all these different communities will be like, but be prepared to be faced with new and exciting living conditions. Remember that travel involves exchange. The traveller brings home along, but must try not to "come on too strong." Your hosts, on the other hand, will naturally be accustomed to the lives and locations they've chosen. You must be sure to respect that choice.

People from the city, for example, might at first feel uncomfortable with the values and demands of rural life, just as people from rural areas might feel threatened or confused in the city.

The attitudes in francophone and anglophone communities will probably not be identical.

Northern and southern projects will make different demands in the way of food, clothing, and recreation.

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Katimavik, the learning programs and your fellow group members will help you recognize and interpret your reactions to these changes.
"I would reco.nmend Katimavik for all the learning experiences and the opportunity to travel and meet diffe:ent people."

Group Life

"Our group will be 'together' for a life time."

For nine months, you and about eleven other people will be living together. All the time.

That doesn't mean just hanging out, or having a good time. It means getting up together, getting along in the morning, eating meals cooked by others and doing your share of the housework. It means sharing some very important moments as well as some very ordinary ones.

Mostly it means getting along. Out of ten or eleven other people, a few are bound to be very different from you, your family, or your school

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friends. You will be sharing a kitchen and a bathroom with people the likes of whom you might never have come across before. You will also be sharing good and bad times and a real feeling of togetherness with them.

"Group living is very good for discovering personal adequacies as well as inadequacies. The opportunity to travel is priceless, as is the opportunity to live with Canadians who possess totally different and sometimes opposite views of Canada."

The people in your group will bring with them their habits, customs and expectations just as you will yours. Expect them to be different. There may well be a few clashes: the greatest lessons of group living are learned solving problems, bringing opposites into harmony, and facing the unexpected demands of new situations.

"I just loved Katimavik and wished that I could be a participant again. It has really helped me to learn about people and how to work with them."

Will you have time for yourself, privacy? Group life is very demanding, and since participants don't have private rooms it is up to you to find a bit of time here and there to spend alone. Reading or writing, for example, or walking in the woods are ways in which you can get away for a while.

"I think that the Katimavik program was fantastic. This is based mainly on the fact that our group was so close."

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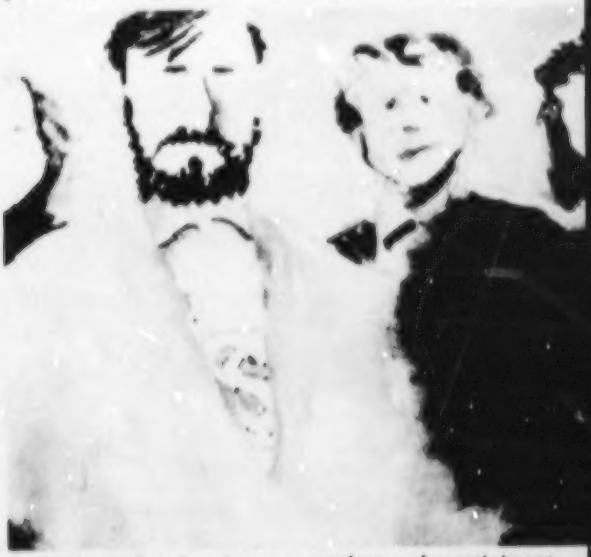
The Group Leader

Your group will live with at least three different Group Leaders who will, as often as possible, come from the region in which your project is located.

The Group Leader is a paid member of the Katimavik staff who lives with your group. He or she insures that the group respects all its working agreements, and meets its commitments and deadlines. The Group Leader also helps participants implement the eight Katimavik Learning Programs.



The Group Leader ensures that each participant abides by the five rules in the Katimavik Code of Conduct:

1. THE USE OR POSSESSION OF DRUGS IN VIOLATION OF THE LAW IS PROHIBITED.
2. THE ABUSE OF ALCOHOL BY PARTICIPANTS IS PROHIBITED, AND THEY ARE EXPECTED TO OBEY THE LIQUOR LAWS OF THE PROVINCE IN WHICH THEY ARE LOCATED.
3. MALE AND FEMALE PARTICIPANTS ARE REQUIRED TO SLEEP IN PHYSICALLY SEPARATED QUARTERS.
4. PARTICIPANTS MAY NOT HITCHHIKE UNDER ANY CIRCUMSTANCES.
5. ALL PARTICIPANTS ARE REQUIRED TO MAINTAIN A FAIR SHARE OF THE WORK LOAD IN PROGRAM-RELATED ACTIVITIES AND GROUP LIFE DEMANDS.

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These five rules apply without exception, for the duration of the program, and must necessarily be implemented and respected at all times. A participant may be expelled from the program for violation of any of these rules, or of any other rules which may be established by Katimavik. A participant will also be dismissed for breaking any provincial or federal laws. Any participant who leaves the program before its completion will not receive his or her honorarium.

Languages

"The trimester with the francophone environment was superb. My French improved 100% as did my understanding of Canada."

In Katimavik, learning a second language means taking part in a cultural exchange. About one third of the members of each group are French-speaking, and one trimester out of three is spent in a francophone environment.

The Second-Language Learning Program helps participants take advantage of these opportunities. It suggests daily exercises and workshop ideas, and provides you with games and songs. You will be encouraged to practice your second language at meal times, during leisure activities, and at work.

If you live in an English community you may not think French is necessary for you. And you may be right. For now. But while you're in Katimavik French is a way to communicate with up to one third of your group members and with the residents of one of your host communities.

Learning a second language is nothing to be apprehensive about: in Katimavik it just means living in that language and with other people who speak it.

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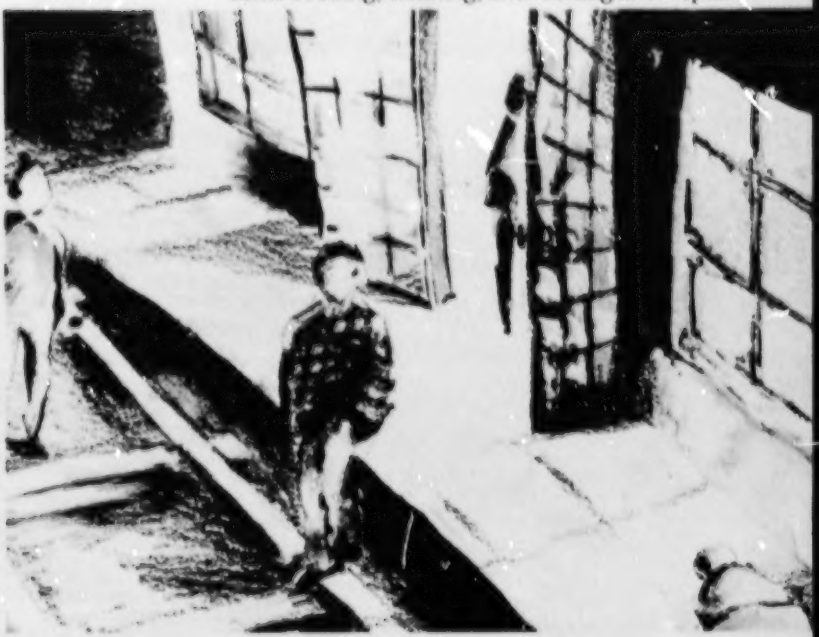
Housing

Katimavik participants have lived in vacant railway stations and schools, in tents and in city flats.

Each building provides separate sleeping quarters for male and female participants; one common room in which to hold workshops, meetings, and other get-togethers; as well as kitchen and cooking facilities for the group.

Though you are all responsible for the maintenance and upkeep of the house, no one gets stuck with any one job. All the participants take turns cooking, cleaning, and looking after repairs.



Training

"At first, I was going to quit, but I'm so glad I stayed. I loved it, and I will always remember."

Upon arriving at each project site, your first week will be spent taking part in a Participant Orientation Session. You will have time to get to know your fellow group members and your Group Leader, to become acquainted with your new com-

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munity and some of its members, and to learn about the objectives and details of the Katimavik program. This first week is intended mostly to allow you to get comfortable in your new surroundings.

Your first day on the work site is usually set aside by the work supervisor as a day of practical training. The work supervisor is paid by the project sponsor to oversee and check all the work that is done on the work site. He or she is the expert, the teacher, and the final authority on the work site.

Both the Group Leader, at home, and the work supervisor, on the job, are there to help you make the most of your Katimavik experience. Don't be afraid to ask questions: both are there to answer them for you, and to make sure you get all the training you need to do the work that's expected of you.

The Military Option

"The Military Option was the best part for me. I was at C.F.B. Esquimalt and loved it. People get the impression that you are regular military personnel and are trained as such, but you are not."

Through what it calls the Military Option, Katimavik offers you the opportunity to spend three months combining basic military training with some aspects of the regular Katimavik experience.

Military Option participants spend one trimester on an army or navy base learning fundamental skills like first aid, defensive driving, compass use, map reading and fire fighting, as well as

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basic military skills such as parade drill, rifle handling, fieldcraft and survival. They also undergo rigourous physical training.

The Katimavik Military Option is not, however, regular military service. It only lasts three months — it can be the first, second, or third of your three projects — and it takes the other Katimavik objectives and learning programs into account.

Approximately 10% of Katimavik participants apply and are chosen for the Military Option. While in the Military Option, participants must observe all the rules and regulations and meet all training and performance requirements established by the military authorities.

"I loved biking the West Coast Trail while in Military!"

Transportation

Katimavik pays all travel expenses normally incurred during your time in the program, though you must cover any costs resulting from excessive baggage. Since you will probably have to carry your own luggage several times in the course of the program, we suggest you limit yourself to one sturdy

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backpack or duffle bag and one smaller pack.

Your ticket will be mailed to you two weeks before your first project is scheduled to start. You must provide your own transportation to and from a predetermined drop-off point — usually the bus or train station or airport nearest to your home — at the beginning and at the end of the program.

Katimavik provides transportation to its drop-off point for participants who are expelled, or who leave the program before its completion. Return transportation will also be provided upon medical recommendation or in the case of a death in your immediate family (father, mother, guardian, brother, sister).

At the end of the program, you may choose between a pre-paid ticket to your drop-off point or the cash equivalent (at the special travel rate paid by Katimavik). Minors may do the same with consent from their parents or guardians.

Clothing, Equipment & Allowances

With your acceptance letter you will receive a clothing list which will suggest what you may bring. You must provide your own clothing, as well as a warm sleeping bag. (Your personal belongings are not covered by any Katimavik insurance policy.) Any very specialized items that may be required, as well as basic toiletries like soap, toothpaste, shampoo, and sanitary napkins will be provided by Katimavik. Personal expenses such as long distance telephone charges are yours to pay.

You must agree to return to Katimavik, in good condition, all clothing, equipment and material pro-

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vided during the program. You must also maintain free from damage any premises in which you live.

Each participant is provided with meals and lodging, and with a dollar a day in pocket money. Katimavik also agrees to pay you an honorarium of $1,000 upon completion of the program.

Medical Expenses and Insurance

Katimavik is a demanding program. Participants must be in good physical and mental health to be able to meet its demands. Therefore, we request that you be examined by your family physician at your expense before starting the program. You will receive a Medical Evaluation form along with your acceptance letter.

Selected candidates who do not meet the medical standards will not be allowed participation in the program. Similarly, any participant who becomes unable to meet the program's physical and psychological demands will be asked to withdraw.

Participants must maintain full coverage under the medical/hospital insurance plan of their province of residence, for the duration of their participation in the program.

Although you are responsible for all medical expenses not covered by your provincial health insurance plan, Katimavik will normally pay most of

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the following expenses incurred while you are on a project site:

- **drugs, materials or services prescribed by a medical doctor;**
- **emergency dental treatment and repairs to natural teeth damaged accidentally;**
- **repairs of glasses broken or damaged accidentally (up to a maximum of $75.00).**

You are also covered by a $10,000 life insurance policy, a $10,000 accidental death and dismemberment policy, and a total disability benefit of a maximum of $50,000.

Leaves and Absences

"One of the special memories that I have of my experience was that of our Christmas. We all spent Christmas together in a combination English/Québécois style. Our group got especially close, and it was during the Christmas season that I came to think of our group as a family."

You are entitled to two weekends off from your project site within every three month period. They can be accumulated to make a four-day weekend, with your Group Leader's approval. During these weekends off, you must pay for your transportation, lodging and meals.

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Although we recommend that you spend the Christmas holidays with the other members of your group at the project site, you may leave for that period if you so wish, but at your own expense.

Participants may not leave the project at any time without their Group Leader's authorization.

Miscellaneous

You are not authorized to have your own car or other motorized vehicle with you during your participation in the Katimavik program. You may not drive a vehicle owned or leased or loaned by or to Katimavik unless you have been authorized by the Katimavik Onsite Transportation Officer and have the appropriate driver's license.

Katimavik does not help repay your student loans or the interest accruing on such loans during your participation in the program.

You are not eligible for unemployment insurance benefits either during or as a result of your participation in Katimavik. The effect of your participation on your or your family's Welfare status must be determined by the appropriate provincial agency.

Upon completion of the program, you will be given a certificate of accomplishment and have the opportunity to prepare a formal resumé of your experience.

Reminder

Regular program:

1. Do not forget to fill out your application form and to send it in before **February 1, March 7, April 11 or May 16** for projects starting on **May 16, June 20, July 25 or August 29, 1984.**
2. Do not forget to mail, along with your completed and signed application form, a copy of your birth certificate or (if applicable) your landed immigrant papers or citizenship certificate. Your date of birth must appear on one document.
3. Do not forget to give us a good contact tele-

phone number on your application form in case we have to get in touch with you at any time during the selection process.

Military Option

1. Do not forget to fill out your application form and to send it in before **May 16** for projects starting on **August 29, 1984**.
2. See 5, above.

"All I can say is thank you Katimavik. I learned more about myself and others than I would ever have thought possible."

BEST COPY AVAILABLE

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